



ARIZONA STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

GLADYS ANN WELLS, DIRECTOR



9 March 2010

Memorandum of Understanding

SAMPLE

This Memorandum of Understand (MOU) is between the Arizona State Library, Archives and Public Records and Jon Doe County Library.

The two parties agree to co-operate in the AzPAC Project as a part of the Arizona ARRA BTOP 1 Grant #04-42-B1001 dated 12/01/2009.

Jon Doe County Library agrees to:

- Sign MOU and return copy to State Library
- Pay administrative fee
- Order equipment
- Receive equipment
- Inventory equipment
- Install equipment
- Invoice the State Library and pay 20% match
- Report usage & success activities

The State Library agrees to:

- Administer the AzPAC Project
- Provide a project manager
- Act as the fiscal agent for the project
- Submit federal and state project reports
- Communicate project status with libraries

Hand Written Comments:

This MOU shall be in effect from the date of signing by both parties until project end date of 11/30/2012

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

SAMPLE

STATE CAPITOL

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